

## Fire and Life Safety Educator II Portfolio Checklist

<b>Date of Submission:</b>			
<b>Full Name:</b>			
<b>Department or Agency:</b>			
<b>Current Job Title:</b>		<b>Birthdate</b> (mm/dd/yyyy) :	

To obtain certification as a **Fire and Life Safety Educator II** within the Utah Fire Service Certification System, this portfolio checklist must be completed (**prior to the written exam**). You must provide documentation as required for each area listed. This information and the supporting documentation will constitute your portfolio.

### Instructions to Candidate:

1. To obtain certification as a Fire and Life Safety Educator II within the Utah Fire Service Certification System, complete the following form and provide documentation as required.
  - a. Address each requirement in the standard and document how you meet the criteria.
  - b. Each requirement must have a minimum of one (1) submission. Candidates may submit more documentation if desired.
  - c. Each requirement should list the corresponding skill number and NFPA reference on the submitted documentation.
  - d. Each requirement must be completed during the current NFPA standard rotation schedule. NFPA 1030 is updated every 5 years.
2. Documents should be submitted in a binder and in an orderly fashion. Items should be tabbed and well documented.
3. A letter of recommendation from your immediate supervisor or fire chief to include verification of skills.
4. Candidates must meet these requirements before certification will be processed.
5. These requirements for Fire and Life Safety Educator II certification are based on NFPA 1030, Chapter 10, 2024 edition.

### Appeals Process

Examinations and portfolios may be appealed. Candidates desiring to appeal should submit their appeal to the Certification Office in writing within 30 days of taking the exam. If resolution does not occur by the Certification Office, the candidate can appeal to the Certification Council. If the Certification Council turns down the appeal, the candidate can appeal to the Standards and Training Council. If that council turns down the appeal, the candidate can appeal to the Fire Prevention Board. If that board turns down the appeal, the candidate can request a judicial review. A judicial review of all final board actions resulting from informal adjudicative proceedings is available pursuant to UCA, Section 63-46b-15.

See next page.

*These requirements are based on NFPA 1030 (2024), chapter 10.*

<b>Skill</b>	<b>NFPA Reference</b>	<b>Description of Skill/Knowledge</b>	<b>Completed by Candidate</b>	<b>Approved by Evaluator</b>
1	10.2.1	Provide a written budget proposal you have developed for a program used by your agency. See skill 1		
1	10.2.2	Retrieve, organize, and provide past budget information and project income/expenditures. Prepare a budget. See skill 1		
2	10.2.3	Provide a public policy recommendation for management within a program used by your agency. See skill 2		
13	10.2.4	Provide an evaluation on a subordinate's performance within a program used by your agency, including the written performance criteria and policies and procedures.		
3	10.3.1	Provide fire and life safety education priorities within a program used by your agency that addresses identified risk priorities. Describe those risks.		
4	10.3.2	Describe in what manner you have facilitated Fire and Life Safety collaborative partnerships within your organization. Provide a list of agencies that have a partnership with your public education program and why. Describe the strengths, goals, and organizational guidelines created as you have interacted in those groups.		
5	10.3.3	Provide a sample of your method for requesting resources.		
6	10.4.1	Provide your developed informational material, showing information provided is accurate, relevant to the objective, and specific to the audience.		
7	10.4.2	Provide a sample of a lesson plan that you have designed and developed. Include the objectives, and targeted audience.		
8	10.4.3	Provide a sample of support material that you have developed for a specific lesson plan. Describe how the materials support the lesson plan, the specific audience, and are congruent to national themes and messages regarding best practices.		
10	10.4.4	Provide a sample of a fire and life safety program that you have designed and organized. Describe the comprehensive educational strategy, the target audience, and how the goals of the strategy were addressed. Explain how you've evaluated the program elements.		
9	10.4.5	Provide the results of an evaluation process administered, then develop and provide a new revision of the educational program. Document new objectives, a new lesson plan, and describe how you analyzed the data. Display cultural competence.		
11	10.5.1,	Provide an evaluation strategy you've developed. Document how program outcomes are measured and cultural competence considered. Describe how information was collected, analyzed and implemented.		

12	10.5.2	Provide an evaluation instrument you've designed to meet educational program goals. Describe those goals and objectives. Document how program outcomes are measured and validated with the testing instrument.		
12	10.5.3	Provide a detailed description of how you implemented an evaluation strategy and how educational program outcomes were measured and achieved.		

By signing below, I attest that the documents contained in this portfolio are true and accurate, were created and compiled by the candidate, and meet the requirements of NFPA 1030.	
<b>Applicant Signature:</b>	
<b>Chief/Training Officer Signature:</b>	
<b>Date:</b>	

**Certification Office Use Only**

Approved by Certification Council?    Yes                      No

Date approved: \_\_\_\_\_